



AMBASSADE DES ETATS-UNIS
IMMIGRANT VISA UNIT
14 AVENUE GABRIEL
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http://france.usembassy.gov/immigrant_visas.html

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Instructions for Immigrant Visa Applicants Applying at US Embassy Paris

Congratulations! An appointment has been scheduled for you to appear for a visa interview before a U.S. consular officer at the US Embassy in Paris on the date specified in the enclosed letter. Please read this information carefully, it contains information vital to the issuance of your Immigrant Visa and each applicant is responsible for knowing its contents. This information and more can also be found on our website at www.france.usembassy.gov. If you cannot keep your appointment, please email us immediately at ParisConIV@state.gov.

What to bring: *Please bring originals and copies of all documents applicable to your case on the day of your interview, even if you have already submitted them to NVC and/or USCIS.*
Your application will be refused as incomplete if you fail to bring all required documentation.

While we have tried to make the list of documents here as comprehensive as possible, the consular officer at your interview may ask for additional documents as necessary to establish eligibility for the class of visa you are applying for.

The following items are required for each visa applicant (including every family member that intends to immigrate with the principle applicant):

- ❑ **Form DS-230, Part 2 “Application for Immigrant Visa and Alien Registration”** One form must be completed for each individual visa applicant who will immigrate to the U.S. Fill this form out completely and clearly in block letters. Do *not* sign it now. You will sign before the consular officer at the time of your interview. Every numbered part of the form must be completed. Write “Not Applicable” if a section does not apply to you.
- ❑ **Passport** in good condition and undamaged bio page/ photo valid for six months beyond your intended date of entry into the USA.
- ❑ **Two unretouched 2 X 2 color photographs on a white background.** Please see http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html for photo requirements.
- ❑ **The most updated original or certified birth certificate available** for each applicant from the country the applicant was born in. For those born in France, this means a “Copie Integral de Acte de Naissance.” Please see [http://travel.state.gov/reciprocity by country](http://travel.state.gov/reciprocity_by_country) for birth certificates from other countries. Note, the family book (livret de famille) does not satisfy this requirement. Some applicants with French Nationality may be requested to submit French birth certificates even if they were born outside of France.
- ❑ **Police certificate(s)** for each applicant aged 16 years and over, including France (Casier Judiciaire) and/or Portugal and any country where an applicant has lived for more than

twelve months after the age of 16. Please see <http://travel.state.gov> "[reciprocity by country](#)" for instructions on how to obtain police certificates for each country. All police certificates must cover the entire period of the applicant's residence in that area. *Police certificates for the current country of residence must be less than one year old.*

- ❑ **Any and all court and prison records** Applicants convicted of a crime must submit a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency. Court records should include complete information regarding the circumstance surrounding the crime for which the applicant was convicted, and the disposition of the case, including sentence or other penalty or fine imposed.
- ❑ **Deportation papers:** Applicants previously deported or ordered removed from the United States must provide copies of their deportation hearing records and judgments.
- ❑ **Military records:** Persons who have served in the military forces of any country must provide an original copy of their military record. If exempted from military service, the applicant should also provide an original copy of the exemption record.
- ❑ **Marriage certificate:** Married applicants must submit an original marriage certificate (Copie Integrale de l'Acte de Mariage in France) or a certified copy bearing the appropriate seal or stamp of the issuing authority. Marriage records listed in family books (*livret de famille*) are not accepted. In some cases, the consular officer may request a marriage certificate issued within the last three months.
- ❑ **Divorce judgments:** Applicants who have been previously married must submit evidence of the termination of *each* previous marriage. Evidence must be in the form of original or certified copy of the divorce decree obtained from the adjudicating authority, bearing the appropriate seal or stamp. Original or certified copies of a death certificate or annulments are also acceptable if applicable.
- ❑ **Unopened medical exam results:** All intending immigrants, regardless of age, are required to undergo a medical examination. Instructions on how to schedule your medical exam with an approved physician for France and/or Portugal are at www.travel.state.gov "[medical exams](#)." Note: Your medical exam results will be given to you in a sealed envelope. You will present the sealed exam results to the consular officer on the day of your interview. Opened medical exam results are considered invalidated and a new exam will be required at your expense. Exam results expire after six months. Medical exams from a doctor other than a designated panel physician will not be accepted.
- ❑ **Certified letter of parental authorization for minor children:** A child not immigrating with both parents to the United States or whose petition is filed by an American citizen parent without an accompanying petition for the child's other foreign citizen parent must present a letter of consent from the other foreign citizen parent not traveling to the U.S. The letter must be notarized and state that the non-accompanying foreign citizen parent is in agreement with the child's application for U.S. immigrant visa and immigration to the United States. The letter must be accompanied by a notarized copy of the foreign citizen parent's passport or national identification card. The foreign citizen parent's photo and signature must be clearly visible.

If the American citizen petitioner or primary visa petitioner parent has sole legal custody of the sponsored child, an original or certified copy of a custody agreement or divorce judgment indicating sole custody must be presented. An original or certified copy death certificate must be presented in the case that a sponsored child's foreign citizen parent is deceased.

- ❑ **"Chronopost" envelope** 2 Kg format 25x36cm OR 1kg format 28x36cm with completed return delivery address. Portuguese applicants must purchase the UNION EUROPEENNE from Chronopost for international delivery. Chronopost envelopes are available from most French post offices: La Poste. Applicants can estimate they will need 1kg per applicant. 500 gram Chronopost envelopes are NOT sufficient. Visas are not available for pickup on the day of the interview.

In addition to what is required for each visa applicant, the following items are also required for all visa types, *except employment-based visas*:

- ❑ **Form I-864, Affidavit of Support** Your petitioning relative in the United States must complete Form I-864, Affidavit of Support (and, if applicable, form I-864A, Contract Between Sponsor and Household Member) on your behalf and provide supporting evidence proving that you and members of your family who immigrate to the U.S. are not likely to become public charges in the United States.

Form I-864 can be downloaded online at [www.uscis.gov "I-864"](http://www.uscis.gov/I-864) and [www.uscis.gov "I-864A"](http://www.uscis.gov/I-864A).

- ❑ **Original documents that establish a relationship between the petitioner and the beneficiary.** This includes, but is not limited to plane tickets, photos and correspondence in the form of letters or emails.

In addition to what is required for each visa applicant, the following item is required *for employment based visas*:

- ❑ **A recently dated contract or letter from the prospective employer** confirming continued employment and the essential elements of the job offer including pay rate and hours.

Important Information for all Applicants

All documents not in English, French, or Portuguese must be accompanied by a certified translation into the English language. Translations must be certified by a competent translator and sworn by a Notary Public.

If you wish to retain an original document, you may submit a photocopy in its place. However, you must bring the original document to the interview for inspection by the consular officer. You are strongly urged to keep a duplicate copy of all documents submitted in connection with your visa application.

Visas are generally delivered within 7 to 10 days after the interview or after submission of all follow-up documentation that proves to the satisfaction of the consular officer that you qualify for your category of visa. Once issued, the visa is valid for six months and cannot be extended.

No assurance can be given in advance that a visa will be issued. A consular officer decision can only be made following the applicant's formal application, personal interview, and a review of the requested documents. Only the interviewing consular officer can make a determination in your case.

You are advised **NOT** to make any travel arrangements for departure nor to dispose of personal property or resign employment until the visa you have the visa in hand. An immigrant visa is usually valid for a maximum of six months from the date of issuance. You must travel and make a first application for admission to the United States using your immigrant visa within that 6-month period.

If you have reason to believe that your visa will be refused due to an ineligibility, you may want to familiarize yourself with the I-601 waiver request process that can be found at www.uscis.gov I-601 "waiver," however, you should apply for the waiver only after you have been interviewed and the officer tells you that you have been refused. Applicants should not plan to travel to the United States while a waiver request is pending with USCIS.

Section 203(g) of the Immigration and Nationality Act requires that an intending immigrant pursue his or her visa application within one year from the date he or she is informed that it is possible to do so. This is our notice to you that is now possible for you to pursue your application for a visa. If you fail to do so within one year from the date of the attached letter, your application and any visa petition approved for you will be cancelled.



MAILING ADDRESS :

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**ON THE DAY OF YOUR
IMMIGRANT VISA INTERVIEW**

ARRIVAL

Congratulations, you now have an interview date at the US Embassy in Paris! The date of your interview is printed on the appointment letter from NVC. Every member of the family immigrating to the United States should be listed on this letter. Each person must be present on the interview date. We cannot issue a visa to anyone not physically present for a personal interview.

- **The Immigrant Visa Unit is located at the U.S. Embassy: 4, Avenue Gabriel, 75008 Paris.** The nearest Metro station is Concorde. Take the Rue Royale exit.
- The line for entry forms across the street from the Embassy. Be prepared to present your appointment letter with passport(s) for entry to our waiting room. Entry is generally not allowed before 12:50 p.m.
- You will pass through a security check, including a metal detector.
- **IMPORTANT: You may not bring large bags, electronic devices (laptop computers, cameras, telephones, music players, etc.), food, drink or cigarette lighters into the Embassy.** If possible, please do not bring these items with you on the day of your interview.
- Please be sure to come with all the required docs found on www.travel.state.gov and your self addressed Chronopost envelope.

THE CONSULAR SECTION WAITING ROOM

- After entering the building, find the electronic kiosk and press the “Immigrant Visas” button. Take your numbered ticket beginning with “A” and have a seat in the waiting area. We will be unable to call you if you do not have a numbered ticket from the electronic kiosk.
- A public telephone (telephone card only), restrooms, and vending machines offering coffee, soft drinks and snacks are available for public use.
- A staff member will call you by number shortly after 1:00 p.m. At that time, you should present your appointment letter at the indicated interview window.

THE INTERVIEW PROCESS

1. When called, you will be asked to present your documents to the immigrant visa staff at the window. Please be prepared to present your items expeditiously. Your case will be pre-screened and your documents verified. You will also hand over your Chronopost envelope at this time. Please fill in your address in the *destinataire* field before you arrive. **(We are not responsible for an incorrectly addressed Chronopost envelope.)** Don't forget to request your Chronopost receipt with tracking number before you departing pre-screening.

2. After pre-screening, you will again be asked to take a seat while your case is data-entered. Please wait for your number to be called by a consular officer.
3. The consular officer will complete your interview at the window. Every applicant in the family requiring a visa should be present for the interview. The consular officer will make the final determination as to applicant eligibility for an immigrant visa.

NOTE: Each visa case is unique. While we strive to serve each applicant in a timely manner, the time and attention required for each applicant can vary greatly. Please plan to be at the Embassy for approximately three hours. We thank you for your patience and understanding.

AFTER THE INTERVIEW

If your visa is approved, your visa packet will be sent to you in your provided Chronopost envelope within approximately 7-10 days.

Open the Chronopost envelope when you receive it. Your immigrant visa packet materials are enclosed. The visa packet will include the following two separate items:

1. The immigrant visa, an adhesive “foil” stuck onto a page in your passport.
2. A sealed manila envelope containing most of the documents you present at the time of your interview. **Do not open this sealed manila envelope when you receive it!** It is to be opened by a U.S. immigration officer when you arrive in the United States.

The visa packet constitutes your permission to apply for entry to the United States as a lawful permanent resident (LPR). The approved visa is valid upon arrival by mail. You must enter the United States before the expiration date printed on the visa. (This date is usually 6 months from the date of printing.)

ARRIVAL IN THE UNITED STATES

You must give the passport with visa and sealed envelope to the U.S. immigration officer when you apply for entry at a U.S. airport or land border. At the port of entry, the Department of Homeland Security (DHS) will put an entry stamp in your passport documenting your admittance as a lawful permanent resident (LPR). With this stamp, you may begin to work, study, and reside in the United States. Together, the visa “foil” and entry stamp are proof of your status as a LPR if you decide to travel outside the United States before receiving your plastic Permanent Resident card.

In general, the plastic Permanent Resident card (“green card”) will be mailed to your US address within the first year. Contact U.S. Citizenship and Immigration Services if you do not receive it within the first year (<http://www.uscis.gov>). Note, the “green card” is officially known as Form I-551, Alien Registration Receipt Card. For any questions you may have regarding the naturalization process after you have entered the United States, please see www.uscis.gov.



Updated Vaccination Requirements for Immigrants

DGMQ and Vaccines:

CDC's Division of Global Migration and Quarantine (DGMQ) writes Technical Instructions for medical examinations of immigrants and refugees. Proof of vaccination is a required part of the immigrant assessment to protect the public and individuals from specific preventable diseases.

New Vaccination Criteria for Immigrants:

DGMQ put new vaccination criteria in place for immigrants on December 14, 2009. These criteria allow DGMQ to decide which Advisory Committee on Immunization Practices (ACIP)-recommended vaccines should be required for U.S. immigration. Certain vaccines are required by name in the law, and these new criteria do not apply to them.

DGMQ uses the criteria for ACIP-recommended vaccines at regular periods, as needed, to decide which vaccines will be required for U.S. immigration:

- The vaccine must be age-appropriate* for the immigrant applicant, AND
- The vaccine must protect against a disease that has the potential to cause an outbreak, OR
- The vaccine must protect against a disease that has been eliminated or is in the process of being eliminated in the United States.

**ACIP recommends vaccines for the general U.S. population. These ACIP recommendations are used to decide which vaccines are age-appropriate for immigrant applicants.*

Physicians with questions regarding which vaccines should be required of an immigrant applicant can refer to the vaccination chart (back of form) and the following websites:

<http://www.cdc.gov/vaccines> and <http://www.cdc.gov/ncidod/dq/health.htm>.

New Vaccination Requirements:

As of December 14, 2009, proof of vaccination against these diseases is required*:

- | | |
|---------------------------------------|--------------------------------------|
| • Haemophilus influenzae type B (Hib) | • Pneumococcal Disease |
| • Hepatitis A | • Polio |
| • Hepatitis B | • Rotavirus |
| • Influenza | • Tetanus, Pertussis, and Diphtheria |
| • Measles, Mumps, and Rubella | • Varicella |
| • Meningococcal Disease | |

**As of December 14, 2009 the human papillomavirus (HPV) and zoster vaccines are not required for immigrants.*

General Vaccination Tips:

- For vaccines that entail a series of doses, only one dose is required for admission to the United States.
- Multiple vaccines may be given simultaneously, but multiple body sites should be used.

Department of State (DS)-3025 Vaccination Documentation Worksheet:

- The panel physician should not sign the Worksheet until after vaccines are administered.
- Every row should have at least one check mark.
- Most applicants will require a blanket waiver (no application needed).
- The panel physician should provide a copy of the DS-3025 Worksheet directly to each applicant.



If you have an application on your smartphone that will read QR codes, or a camera on your phone, you can scan the code shown here to get immediate access to online content!

Table: Requirements for routine vaccination of immigrants examined overseas who are not fully vaccinated or lack documentation.

| Vaccine | Age | | | | | |
|-----------------------------|---------------|-------------------------------|---|-----------------------|-----------------------|-----------------------|
| | Birth–1 month | 2–11 months | 12 months–6 years | 7–10 years | 11–17 years | 18–64 years |
| DTP/DTaP/DT | NO | YES | YES | NO | NO | NO |
| Td/Tdap | NO | NO | YES, ≥ 7 years old (for Td); 10–64 years old (for Tdap) | YES | NO | NO |
| Polio (IPV/OPV) | NO | YES | YES | YES | NO | NO |
| Measles, Mumps, and Rubella | NO | YES, if born in 1957 or later | YES | YES | NO | NO |
| Rotavirus | NO | YES 6 weeks to 8 months | YES 2–59 months old | YES 12–23 months old | NO | NO |
| Hib | NO | YES 2–59 months old | YES 12–23 months old | YES 11–18 years old | NO | NO |
| Hepatitis A | NO | YES 12–23 months old | YES 11–18 years old | YES 11–18 years old | NO | NO |
| Hepatitis B | NO | YES 12–23 months old | YES 11–18 years old | YES 11–18 years old | NO | NO |
| Meningococcal (MCV4) | NO | YES 12–23 months old | YES 11–18 years old | YES 11–18 years old | NO | NO |
| Varicella | NO | YES 12–23 months old | YES 11–18 years old | YES 11–18 years old | NO | NO |
| Pneumococcal | NO | YES 2–59 months old (for PCV) | YES 12–23 months old | YES 11–18 years old | NO | YES (for PPV) |
| Influenza | NO | YES 6 months or older | YES 6 months or older | YES 6 months or older | YES 6 months or older | YES 6 months or older |

DTP=diphtheria and tetanus toxoids and pertussis vaccine; DTaP=diphtheria and tetanus toxoids and acellular pertussis vaccine; DT=pediatric formulation diphtheria and tetanus toxoids; Td=adult formulation tetanus and diphtheria toxoids; Tdap=adolescent and adult formulation tetanus and diphtheria toxoids and acellular pertussis vaccine (Boostrix for persons 10–18 years old; Adacel for persons 11–64 years old); IPV=inactivated poliovirus vaccine (killed); OPV=oral poliovirus vaccine (live); Hib=Haemophilus influenzae type b conjugate vaccine; MCV=meningococcal conjugate vaccine; PCV=pneumococcal conjugate vaccine; PPV=pneumococcal polysaccharide vaccine.

Adapted from ACIP recommendations.

